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Question: 1

You create a large project plan in Microsoft Office Project Standard 2007. Immediately before an important status meeting, the project sponsor requests that you display the Work Breakdown Structure (WBS) numbers. You have not customized the WBS code. You need to display the WBS numbers as quickly as possible. What should you do?

- A. Enter the WBS numbers as part of the task names.
- B. Change project options to show the outline number.
- C. Refer to the ID field in a task table that you are using.
- D. Insert the Unique ID field in a task table that you are using.

Answer: B

Question: 2

You are creating a project management methodology. You document project management procedures and create specialized project management process templates. You need to apply the processes in the context of Microsoft Office Project Standard 2007. What should you do first?

- A. Create a Project Guide.
- B. Display the Task Drivers pane.
- C. Display the Hyperlinks column.
- D. Display the Microsoft Office Online Web site.

Answer: A

Question: 3

You are using a project plan created by another person as an example of how to create a project in Microsoft Office Project Standard 2007. However, you do not want the original author's name to be associated with your project plan. You need to remove the original project plan author's name from the project plan. What should you do?

- A. Increase the macro security level to High.
- B. Delete the user name from the program options.
- C. Remove the author's resource from the resource pool.
- D. Turn on the removal of information from the file properties.

Answer: D

Question: 4

You are managing a project schedule in Microsoft Office Project Standard 2007. You create 100 new tasks in the project plan. Each task has a duration of 5 days, which you indicate by entering 5 in the Duration field. After every third task you create, Project displays a message about an alternative method of setting the task duration. You need to stop the message from appearing. What are two possible ways to achieve this goal? (Each correct answer presents a complete solution. Choose two.)

- A. Turn off the Project Guide.
- B. In the message box, select the Don't tell me about this again check box.
- C. In the general program options, disable the feature that provides advice about scheduling.
- D. In the general program options, disable the feature that provides advice about using Project.

Answer: B, D

Question: 5

In Microsoft Office Project Standard 2007, you create a new task in a project plan, and assign a resource to the task. The default task

duration is 1 day, and the default amount of work is 7 hours. You need to change the calendar options to set the default amount of work to 8 hours. What should you do?

- A. Set the hours per day to 8.
- B. Set the hours per week to 40.
- C. Set the days per month to 20.
- D. Set the default start time to 8:00 A.M. and the default end time to 4:00 P.M.

Answer: A

Question: 6

You measure the performance of a project you are tracking in Microsoft Office Project Standard 2007 by updating the completion percentage of the tasks. The actual cost of work performed (ACWP) for all tasks is \$0.00. The project has a baseline and all values have been calculated. You need to ensure that the ACWP shows data other than \$0.00. What should you do first?

- A. Assign budget resources to the project summary task.
- B. Enter standard resource rates that are greater than zero.
- C. Select the Manual calculation mode, and then perform a calculation.
- D. Select the Physical % Complete option for earned value purposes.

Answer: B

Question: 7

You are entering tasks in a project plan in Microsoft Office Project Standard 2007. Each task has an estimated duration. You need to make sure that no task in this project plan has a question mark in its Duration field. What should you do?

- A. Disable the option to show that tasks have estimated durations.
- B. Change the width of the Duration column so the question mark is not visible.
- C. Create a new project plan based on a template that does not have estimated durations.
- D. Re-enter the same durations so the question marks representing the estimates disappear.

Answer: A

Question: 8

You are managing a project schedule in Microsoft Office Project Standard 2007. The calendar for one of your resources has been edited to block out his vacation days. You learn that the resource's task can be performed only on certain days, and you create a calendar indicating those days. You need to set the calendars correctly for this resource's assignments. What should you do?

- A. Assign the new calendar to the task.
- B. Create a vacation exception on the project calendar.
- C. Change the resource calendar to match the task calendar.
- D. Modify the resource calendar so that it will override the task calendar.

Answer: A

Question: 9

Project team members are working on several of the tasks in your Microsoft Office Project Standard 2007 schedule in parallel. Each of these tasks is represented by a summary task and a series of linked subtasks. You need to keep track of how close the forecast completion dates of these deliverables are to their target dates. What should you do?

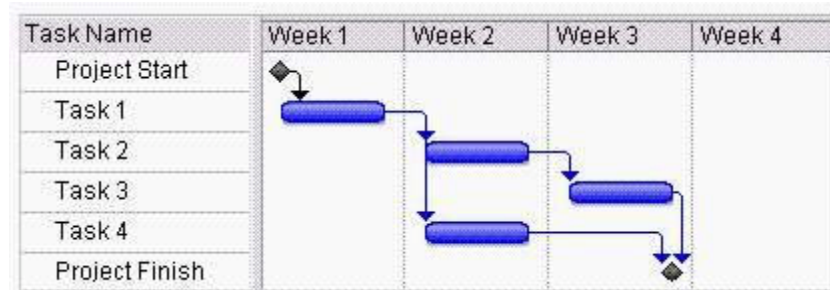
- A. Flag the summary tasks as milestones.

- B. Set a deadline on the last subtask of each deliverable.
- C. Convert the summary tasks into milestones by setting the duration of each to 0.
- D. Ensure that the earned value is calculated based on physical percentage of completion.

Answer: B

Question: 10

You are tracking a project in Microsoft Office Project Standard 2007. The project follows the plan shown below:



You need to ascertain the late finish of Task 4. What is the result?

- A. The end of Week 1.
- B. The end of Week 2.
- C. The end of Week 3.
- D. The end of Week 4.

Answer: C

Question: 11

The project schedules you manage in Microsoft Office Project Standard 2007 all follow standard project lifecycle phases. You need to be able to display all tasks of all projects by phase. What should you do?

- A. Within a master project that contains all projects, create a summary task for each phase, and then display all tasks.
- B. Create a project plan template with the standard project lifecycle phases as summary tasks. Use this plan template for all projects.
- C. Create a shared resource pool, associate the resource pool with all projects, assign resources to summary tasks that represent phases, and then display all tasks.
- D. Within a master project that contains all projects, create a custom task text field with a value for each phase, associate all tasks with one of the values, and then group all tasks by this field.

Answer: D

Question: 12

You manage a project in Microsoft Office Project Standard 2007. The project is organized using Work Breakdown Structure (WBS) codes. Your organization's accountant wants to be able to break down and group costs in a different manner. You need to provide the accountant with a different code that will meet her needs. What should you do?

- A. Use the Cost Performance Index.
- B. Use an Outline code with a mask for cost data.

- C. Create a duplicate file that has the WBS set up according to cost code.
- D. Differentiate between cost items and work items by using a project-specific prefix.

Answer: B

Question: 13

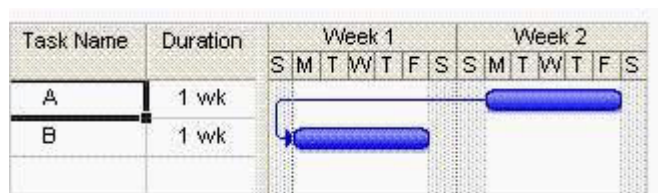
In Microsoft Office Project Standard 2007, you have a consolidated project that links to subprojects. You need to add a new task to one of the subprojects from within the consolidated project file. What should you do?

- A. Collapse the subproject, and then insert the new task directly below it.
- B. Expand the subproject, and then insert the new task into the subproject.
- C. Select the project summary task of the subproject, and then insert the new task.
- D. Insert the new task in the consolidated project, and then insert links to the new task.

Answer: B

Question: 14

Exhibit:



You are working on a schedule in Microsoft Office Project Standard 2007. There is one start-to-start dependency from Task A to Task B, and an As Soon As Possible constraint on Task B. You need to make Task B start two days later than it currently does. What should you do?

- A. Add 2 days to the lag on the dependency.
- B. Subtract 2 days from the lag on the dependency.
- C. Change the dependency to finish-to-start with 2 days lag.
- D. Change the dependency to finish-to-finish with -2 days lag.

Answer: A

Question: 15

A project that you are tracking in Microsoft Office Project Standard 2007 has tight deadlines that must be met. For some tasks, a delay of more than 5 days will impact the project end date. You need to identify these tasks as critical. What should you do?

- A. Insert the Critical column into the Gantt Chart view.
- B. Filter the project schedule to display only tasks slipping by more than 5 days.
- C. Filter the project schedule to display only tasks with more than 5 days of free slack.
- D. In the calculation options, set the number of days of slack to less than or equal to 5 days for critical tasks.

Answer: D

Question: 16

Your project has a fixed resource budget. In Microsoft Office Project Standard 2007, you assign the budget to the project plan, and you assign resources with a standard rate to the project tasks. Then you display the project summary task. You need to compare the

budget cost with the project cost. What should you include in a usage view?

- A. The budget cost and cost details.
- B. The budget cost and work details.
- C. The budget cost and actual cost details.
- D. The budget cost and actual work details.

Answer: A

Question: 17

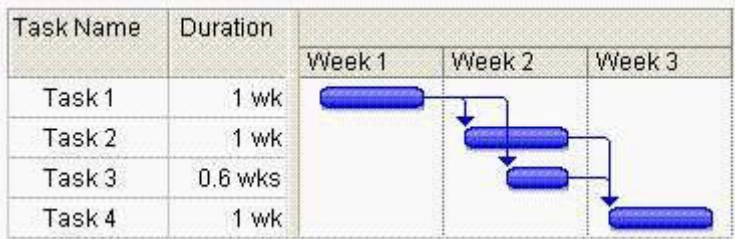
You are using Microsoft Office Project Professional 2007 to plan a project. The project has a fixed budget. You will use the budget-tracking feature to track the project costs against the budget. You need to set up your project plan so that you can start tracking the costs. What should you do first?

- A. Save a project baseline.
- B. Create budget resources.
- C. Display the Earned Value Cost Indicators table.
- D. Assign cost resources to the project summary task.

Answer: B

Question: 18

In Microsoft Office Project Standard 2007, you create the following project plan: You need to display the factors that influence the start date of Task 4. What should you do?

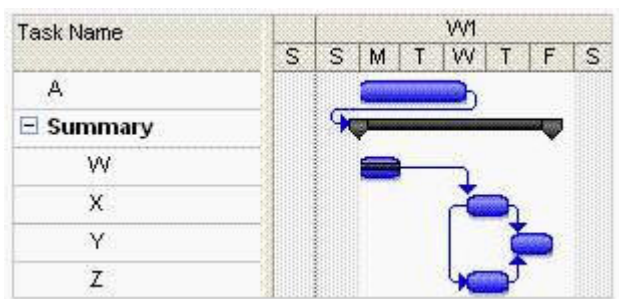


- A. Display the Task Usage view.
- B. Display the Task Drivers pane.
- C. Display the Resource Usage view.
- D. Display the Project Information dialog box.

Answer: B

Question: 19

Exhibit:



You are editing a schedule in Microsoft Office Project Standard 2007, scheduling from the start of the project. You notice that Task X is starting later than you expected. Task W is 100 percent complete. You need Task X to start on Tuesday. Which dependency should you delete?

- A. The dependency between Task A and the summary task.
- B. The dependency between Task W and Task X.
- C. The dependency between Task X and Task Y.
- D. The dependency between Task Z and Task X.

Answer: A

Question: 20

You are preparing a multi-year project schedule in Microsoft Office Project Standard 2007. You need to set up the schedule so you can easily switch between viewing all tasks organized by WBS and by the month they are scheduled to end. What should you do?

- A. Create a custom filter based on the Date Range filter.
- B. Define Group By criteria for finish dates, with an interval of months.
- C. Set the project timescale to use months as the middle-tier interval.
- D. Set the project timescale to use months as the bottom-tier interval.

Answer: B

Question: 21

You have two project plans in Microsoft Office Project Standard 2007 that are part of one large initiative. You need to display a single critical path across both projects in the Gantt Chart view. What should you do?

- A. Open both project plans, and then display them side by side.
- B. Copy and paste the tasks of each project plan into a spreadsheet in Microsoft Office Excel 2007.
- C. Create a visual report of each project plan, and then merge the data in Microsoft Office Excel 2007.
- D. Insert both project plans into a third project plan. Then in the third project plan, expand the inserted projects and all their tasks.

Answer: D

Question: 22

You are managing a project schedule in Microsoft Office Project Standard 2007. Your organization's accounting system utilizes cost accounts to track expenses against revenue. You need to align the project schedule data with the cost accounts. What should you do?

- A. Set up interim plans.
- B. Enter cost resources.
- C. Enter budget resources.
- D. Copy cost data from the Task Usage table into the accounting system.

Answer: B

Question: 23

You are adding a task to an existing project schedule in Microsoft Office Project Standard 2007. The task should start Tuesday, January 5 and must complete by Friday, January 8. You need to schedule the task. What should you do?

- A. Set a Must Start On constraint on January 5.
- B. Set a Finish No Later Than constraint on January 8.
- C. Set a Must Start On constraint on January 5 and a Finish No Later Than constraint on January 8.
- D. Set a Start No Earlier Than constraint on January 5 and a Finish No Later Than constraint on January 8.

Answer: B

Question: 24

You are managing a project in Microsoft Office Project Standard 2007. The cost of a resource has increased. The resource is assigned to a task that is currently in progress. You need to update your project budget so that Project will automatically calculate future costs without requiring manual adjustments. What should you do?

- A. Update the resources standard rate in the Resource Sheet.
- B. Update the resources Actual Cost in the Resource Usage view.
- C. In the resources Cost table, set the standard rate to increase on the effective date of the cost increase.
- D. Create a resource with the new rate and assign that resource to all tasks starting on or after the effective date of the cost increase.

Answer: C Question: 25

In Microsoft Office Project Standard 2007, you are tracking a project by duration. The Updating task status updates resource status option is not activated. You need to display the current status of the project. What should you display?

- A. The % Work Complete field in the Project Statistics dialog box.
- B. The % W. Complete field for the project summary task in the task Work table.
- C. The % Complete field for the project summary task in the task Tracking table.
- D. The Physical % Comp. field for the project summary task in the task Tracking table.

Answer: C

Question: 26

You are tracking a project in Microsoft Office Project Standard 2007. In the Gantt Chart view, you need to identify which tasks are behind schedule. What should you do?

- A. Sort the tasks by start date.
- B. Group the tasks by completion status.
- C. Set the status date to the current date, and then display a progress line.
- D. Set the status date to the current date, and then open the Project Statistics dialog box.

Answer: C

Question: 27

You are preparing for a presentation about a project that you are tracking in Microsoft Office Project Standard 2007. You need to create a dynamic, graphical representation of all resource work, with a flexible timescale. What should you do?

- A. Create a visual report of resource work.
- B. Create a custom basic report of resource work.
- C. Display the Resource Sheet and the Work table, and then copy all the table fields into a Microsoft Office Excel workbook.
- D. Display the Resource Sheet and the Work table, and then copy a picture of them into a Microsoft Office PowerPoint presentation.

Answer: A

Question: 28

You are tracking a project in Microsoft Office Project Standard 2007. You need to update the project with time worked per day. What should you do?

- A. Enter Work in a task view.
- B. Enter Actual Start in an assignment view.
- C. Enter Actual Work in an assignment view.
- D. Enter Physical % Complete in a task view.

Answer: C

Question: 29

You are planning a project in Microsoft Office Project Standard 2007. You assign one resource to a 5-day task that is not on the critical path. After 1 week, the resource has completed 5 days of work, and reports that he needs another 2 days to complete the task. A critical task the resource is scheduled to start now conflicts with the completion of the current task. You need to delay the remaining work on the current task by 5 working days so the resource can complete the critical task first. What should you do?

- A. Add a finish-to-start link between the tasks, with a lag of 5 days.
- B. Add a finish-to-finish link between the tasks, with a lag of 5 days.
- C. Split the task, shifting the remaining part of the task in the Gantt bar to start in 2 days.
- D. In the timesheet portion of the Task Usage view, adjust the Work values to 0 for each of the next 5 working days, and 16 hours over the following 2 working days.

Answer: D

Question: 30

You are updating a project schedule in Microsoft Office Project Standard 2007. A task with one resource assigned to it was scheduled to be completed before the current status date. You update the % Complete field according to the status provided by the resource. The remaining portion of the work is still scheduled in the past. You need to ensure that when you update schedule information, Project does not schedule work in the past. What should you do?

- A. Set the progress lines at the status date.
- B. Set the current status date in the project information.
- C. Set the calculation option to Move end of completed parts after status date back to status date.
- D. Set the calculation option to Move start of remaining parts before status date forward to status date.

Answer: D

Question: 31

You are tracking a project in Microsoft Office Project Standard 2007. A resource is assigned to a task that currently has a duration of 20 days. The resource informs you that she has worked on the task for 5 days, and will complete it in another 10 days. You need to update the task. What should you do?

- A. Update the Work and Actual Start fields for the assignment in the Task Usage view.
- B. Update the % Complete and Remaining Duration fields for the task in the Tracking Gantt view.
- C. Update the Physical % Complete and Remaining Duration fields for the task in the Gantt Chart view.
- D. Update the Budget Work and Units fields for the assignment in the Gantt Chart view with the task form displayed.

Answer: B

Question: 32

A project you are tracking in Microsoft Office Project Standard 2007 is behind schedule. You are adding new tasks to the project. For each task you add, you need to see the impact on your schedule. What should you do?

- A. Display the Task Drivers pane.
- B. Apply the Work Overbudget filter.
- C. Turn on Show Change Highlighting.
- D. Create a custom filter to show all tasks with start variances.

Answer: C

Question: 33

You are starting a new project in Microsoft Office Project Standard 2007. As part of tracking this project, you will need to compare the original project schedule to the current project schedule in the default Tracking Gantt view. What should you do?

- A. Set a baseline.
- B. Set an interim plan.
- C. Add a progress line.
- D. Update the project tasks.

Answer: A

Question: 34

Your company tracks projects in Microsoft Office Project Standard 2007 by duration and milestones only. In the Gantt Chart view, you need to input the actual data for a project. What should you do?

- A. Update the Units field for all assignments.
- B. Update the Actual Work field for each task.
- C. Update the fields in the Update Tasks dialog box.
- D. Update the Remaining Work field for each assignment.

Answer: C

Question: 35

You are displaying a project schedule in Microsoft Office Project Standard 2007. You need to dynamically display the % Work Complete field within the chart area of the Tracking Gantt view. What should you do?

- A. Add a text box to the chart.
- B. Add the % Work Complete column to the table.
- C. Display the current date in the Gridlines dialog box.
- D. Add % Work Complete text to the bar styles for all tasks.

Answer: D

Question: 36

You are preparing a report about a project you are tracking in Microsoft Office Project Standard 2007. You need to generate a table listing the weekly workloads for each of the project resources and the total work assigned to each resource. What should you do?

- A. Print the Task Usage report.
- B. Print the Resource Usage report.
- C. Print the Project Summary report.
- D. Customize the Gantt Chart view, and then print the data.

Answer: B

Question: 37

You are managing a project schedule in Microsoft Office Project Standard 2007. You create a fixed units task with a duration of 2 days. You have not yet assigned resources to the task. You need to increase the task duration to 4 days, and ensure that the effort associated with the task does not change. What should you do?

- A. Change the work amount to 4 days.
- B. Change the task duration to 4 days.
- C. Change the task type to fixed work, and set the work amount to 16 hours.
- D. Change the task type to fixed duration, and set the work amount to 32 hours.

Answer: B

Question: 38

You are tracking a construction project in Microsoft Office Project Standard 2007. You track project costs on a pro-rata basis related to the consumption of supplies such as bricks and mortar. A project task requires a special mortar that costs \$50 per bag. You estimate that the consumption rate will be 5 bags per week. You need to estimate the project cost of the mortar regardless of the task duration. What should you do?

- A. Assign a budget resource with a standard rate of \$250 per week.
- B. Assign a work resource with a standard rate of \$50 to a task with a Units value of 5.
- C. Assign a material resource with a standard rate of \$50 to a task with a Units value of 5.
- D. Assign a material resource with a standard rate of \$50 to a task with a Units value of 5/w.

Answer: D

Question: 39

You are tracking a project in Microsoft Office Project Standard 2007. One of the resources assigned to the project has left the company. You need to remove the resource from your schedule without removing any of the Actual Work data that he has reported. What should you do first?

- A. Use the Replace Resource feature to replace the current resource for all tasks.

- B. Use the Remove Resource feature to delete the current resource from all tasks.
- C. With Resource Name displayed in the Resource Sheet view, delete the resources name.
- D. With Resource Name displayed in the Resource Usage view, delete the resources name.

Answer: A

Question: 40

You are creating a project plan in Microsoft Office Project Standard 2007. Your organization does not allow resources to work overtime. Every time you make a change to your schedule, you need to ensure that resources are not overallocated, by using the method that gives you the most control. What should you do?

- A. Manually level the entire schedule.
- B. Set the schedule to automatically level.
- C. Set all tasks to a priority level of 1000, and then set the schedule to clear leveling values before leveling.
- D. Set the project summary task to a priority level of 1000, and then set the schedule to adjust individual assignments before leveling.

Answer: A

Question: 41

You are tracking a project in Microsoft Office Project Standard 2007. When creating a task, you enter an estimated duration and assign one resource. The task might require additional effort and resources. You will make these changes as the scope of the task becomes clearer over the project lifecycle. You need to ensure that if you add resources to the task, work will increase. What task type should you use?

- A. fixed work
- B. fixed units, effort-driven
- C. fixed duration, effort-driven
- D. fixed units, non effort-driven

Answer: D

Question: 42

You are tracking a high-visibility, high-risk project in Microsoft Office Project Standard 2007. To minimize the risk of missing project deadlines, your manager asks you to schedule all tasks so that the majority of their work is completed early. As a first step, you assign resources to all the tasks. To comply with your manager's request, you need to set a contour for all assignments. Which contour should you set?

- A. Bell Curve
- B. Double Peak
- C. Front Loaded
- D. Turtle

Answer: C

Question: 43

You are managing a project schedule in Microsoft Office Project Standard 2007. Your organization requires you to track planned costs for material and work resources. In the Resource Sheet view, you need to display the planned cost totals for both resource groups. What should you do?

- A. With the Cost field visible, group the resources by Type attribute.

- B. With the Cost field visible, group the resources by Group attribute.
- C. With the Actual Cost field visible, group the resources by Type attribute.
- D. With the Actual Cost field visible, group the resources by Group attribute.

Answer: A

Question: 44

You are tracking a project in Microsoft Office Project Standard 2007. A resource can commit 2 hours of each 8-hour day to a task but cannot accurately estimate how long it will take him to complete the task. While working on the task, the resource will be better able to predict a completion date. You need to create a task that reflects the resource restrictions so that you can efficiently track the estimates to completion. What should you do?

- A. Create a fixed units task, and then assign the resource to the task at 25%.
- B. Create a fixed units task, and then assign the resource to the task at 100%.
- C. Create a fixed duration task, and then assign the resource to the task at 25%.
- D. Create a fixed duration task, and then assign the resource to the task at 100%.

Answer: A

Question: 45

You are creating a project schedule in Microsoft Office Project Standard 2007. You assign multiple resources to each task, and estimate task durations for all project phases. You need to ensure that your resources are not over-allocated regardless of the project end date. What should you do?

- A. Level the entire project, activating the option to level only within available slack.
- B. Level the entire project, deactivating the option to level only within available slack.
- C. Set all tasks to a fixed work type, and then adjust the start and finish dates of each task.
- D. Set all tasks to a fixed duration type, and then adjust the start and finish dates of each task.

Answer: B

Question: 46

In Microsoft Office Project Standard 2007, you are tracking a project for which the overall duration might change. A resource who works 8 hours a day, 5 days a week, spends 2 hours a day creating reports for the project. You need the project schedule to reflect this estimated reporting work. What should you do?

- A. Create a fixed duration task of 1 week. Enter 20 hours of work for each week of the project. Assign the resource to the task at 100%.
- B. Create a fixed units task, and link the task start and finish dates to the project start and finish dates. Assign the resource to the task at 25%.
- C. Create a fixed work task, entering 2 hours of work, and link the task start and finish dates to the project start and finish dates. Assign the resource to the task at 100%.
- D. Create a fixed duration task, entering 2 hours of work, and link the task start and finish dates to the project start and finish dates. Assign the resource to the task at 100%.

Answer: B

Question: 47

You are managing a project schedule in Microsoft Office Project Standard 2007. The schedule includes tasks that require a variety of resources. You need to display only the tasks that use role-based resources, grouped by the resource to which they are assigned.

Which two actions should you perform? (Each correct answer presents part of the solution. Choose two.)

- A. Filter the view by resource name.
- B. View the tasks in the Task Entry view.
- C. View the tasks in the Resource Usage view.
- D. Apply a custom filter to display generic resources.
- E. Apply a custom filter to display non-generic resources.

Answer: C, D

Question: 48

You are creating a schedule in Microsoft Office Project Professional 2007. For budgeting purposes, you allocate resources 6 months in advance of the project. You do not know who will be assigned to your project at this time. You need to forecast when the project will need resources with specific skills. What should you do?

- A. Assign work resources to tasks and use the default Calendar view.
- B. Assign work resources to tasks and use the default Network Diagram view.
- C. Assign generic resources to tasks and use the default Resource Sheet view.
- D. Assign generic resources to tasks and use the default Resource Graph view.

Answer: D

Question: 49

You are managing a project plan in Microsoft Office Project Standard 2007. Midway through the project, some resource names appear in red in the Resource Usage view. You find that many of these resources have no remaining availability for specific days but are completely available on subsequent days. Your organization has a strict policy that resources can work no more than a total of 115 percent in each period of 20 work days. However, the organization wants resources to be utilized as much as possible. When you level your schedule, you need to resolve as many of the situations creating red-indicated resources as possible. What should you do?

- A. Level the project on a Week by Week basis, and then level the schedule using ID Only order.
- B. Level the project on a Month by Month basis, and allow leveling to create splits in remaining work.
- C. Allow leveling to create splits in remaining work. Level the schedule using Priority, Standard order.
- D. Allow leveling to adjust individual assignments on a task, and then level the schedule using ID Only order.

Answer: B

Question: 50

You are creating a new project schedule in Microsoft Office Project Standard 2007. You use an existing template as the starting point and then add tasks to the project. You need to retain the changes to the project template for future use. What should you do?

- A. Save the file as an .mpp file in the Templates directory.
- B. Save the file as an .mpw file in the Templates directory.
- C. Save the file as an .mpt file, overwriting the existing file.
- D. Save the file as an .xml file, overwriting the existing file.

Answer: C Question: 51

You are planning a new project in Microsoft Office Project Standard 2007. The project is scheduled to start in one month. It has multiple independent chains of activities. You need to ensure that when you enter tasks, Project schedules all tasks to start on or after the projected start date. What should you do?

- A. Set the start date in the Project Information dialog box.
- B. Set the current date in the Project Information dialog box.
- C. Create a milestone as the first task, and then enter the projected start date in the Start field.
- D. Create a milestone as the first task, and then enter the projected start date in the Actual Start field.

Answer: A

Question: 52

You are creating a project plan from one of the sample schedules that is built in to Microsoft Office Project Standard 2007. You need to locate the sample schedule. Where should you look for it?

- A. In the list of files that appears when you click On computer in the New Project task pane.
- B. In the Documents folder that appears in the Insert dialog box.
- C. In the Documents folder that appears in the Open dialog box when the default file type is selected.
- D. In the Documents folder that appears in the Open dialog box when the Template file type is selected.

Answer: A

Question: 53

You are managing the schedule for a multi-level project in Microsoft Office Project Standard 2007. The project is complete. There are a number of project milestones embedded at all levels of the project hierarchy. Your organization reports the names and finish dates of project milestones in a Microsoft Office Excel workbook. You need to export the project milestone data from the project schedule to an Excel workbook for the purposes of this report. What should you do?

- A. Save the project file as an Excel workbook by using the Project Excel Template option.
- B. Save the project file as an Excel workbook, using the existing top-level task mapping when prompted to do so.
- C. Save the project file as an Excel workbook, creating a new task-based map that includes the name and finish fields and the milestone filter, when prompted to do so.
- D. Filter the schedule to show only the milestones. Then save the project file as an Excel workbook, using the existing top-level task mapping when prompted to do so.

Answer: C

Question: 54

You create a new base calendar for a project that you are tracking in Microsoft Office Project Standard 2007. You need to make this calendar the default calendar for the project. What should you do?

- A. Create a copy of the Standard calendar.
- B. Click the Set as Default button in the calendar options.
- C. Set the new base calendar as the project calendar.
- D. Set the new base calendar as the calendar in the Change Working Time options.

Answer: C

Question: 55

You are managing a project schedule in Microsoft Office Project Standard 2007. Two resources are changing from the day shift to the night shift for 2 weeks. You need to modify the project to reflect this temporary change. What should you do?

- A. Set the Night Shift calendar as the project calendar.
- B. Apply the Night Shift calendar to each resource's calendar.
- C. Add a Night Shift entry to the exceptions of the project calendar, with the appropriate dates and hours set for these 2 weeks.

D. Add a Night Shift entry to the exceptions of each resource's calendar, with the appropriate dates and hours set for these 2 weeks.

Answer: D

Question: 56

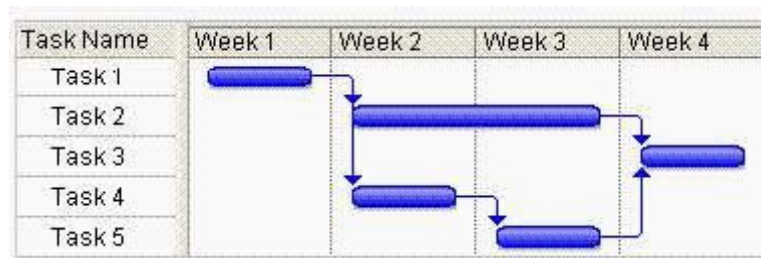
You are managing a project schedule in Microsoft Office Project Standard 2007. You enter tasks and dependencies in the project schedule. The project is large and has multiple people working on deliverables at the same time. You need to estimate the total project duration. What should you do?

- A. Set the task calendars to 24 Hours.
- B. Display the project summary task in the Gantt Chart view.
- C. Sum the durations of the project subtasks, including the summary task durations.
- D. Sum the durations of the project subtasks, excluding the summary task durations.

Answer: B

Question: 57

In Microsoft Office Project Standard 2007, you create the following project plan:



You need to identify the critical path. Which tasks are on the critical path?

- A. 1, 2, and 3
- B. 1, 2, 3, and 5
- C. 1, 3, 4, and 5
- D. 1, 2, 3, 4, and 5

Answer: D

Question: 58

You are managing two project schedules in Microsoft Office Project Standard 2007. Task A in Project Alpha cannot begin until Task B in Project Bravo is complete. You insert both projects into a master project. You need to represent the relationship from Task B to Task A in the project schedules. What should you do?

- A. Create a start-to-finish relationship and save changes to the master project, Project Alpha, and Project Bravo.
- B. Create a finish-to-start relationship and save changes to the master project, Project Alpha, and Project Bravo.
- C. Create a start-to-finish relationship. Save changes to the master project, but do not save changes to Project Alpha or Project Bravo.
- D. Create a finish-to-start relationship. Save changes to the master project, but do not save changes to Project Alpha or Project Bravo.

Answer: B

Question: 59

You are creating a project schedule in Microsoft Office Project Professional 2007. You enter the task names, start dates, and estimated durations. Except for the first and last tasks, all of the tasks have at least one predecessor and one successor. You learn that all of the Phase 1 tasks can be completed faster than originally estimated. When you shorten the durations of these tasks, the finish date does not change. You need to adjust the schedule so that it estimates an accurate finish date. What should you do?

- A. Delete the shortened tasks, and then re-enter them.
- B. Insert the Constraint Date column, and type in the finish date.
- C. Set the constraint type for all tasks to As Soon As Possible to remove the start date constraints.
- D. Change the tasks to effort-driven, and then assign resources to the tasks to reduce the work associated with each task.

Answer: C

Question: 60

You are displaying a project plan in Microsoft Office Project Standard 2007. You need to see both the critical and non-critical tasks and be able to distinguish them. What should you do?

- A. Apply a filter.
- B. Display the Calendar view.
- C. Display the Task Usage view.
- D. Use the Gantt Chart Wizard to display the critical path.

Answer: D

Question: 61

You are building a project schedule in Microsoft Office Project Standard 2007. The schedule includes 2 tasks. Task B is dependent on the finish date of Task A. Each task has a duration of 5 days. You need to ensure that Task B starts 5 days after Task A finishes. Which type of dependency should you create?

- A. start-to-start, with a lag of 5 days
- B. start-to-finish, with a lag of 5 days
- C. finish-to-start, with a lag of 5 days
- D. finish-to-finish, with a lag of 5 days

Answer: C

Question: 62

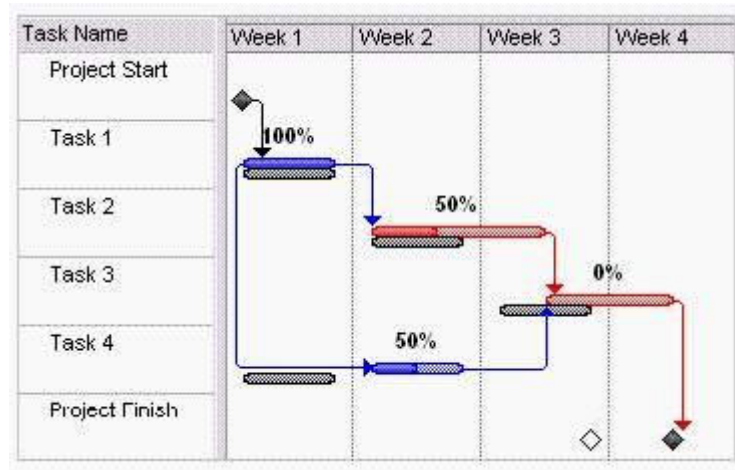
You are managing two projects in Microsoft Office Project Standard 2007. Task A in Project Alpha is dependent on Task B in Project Beta. You need to have Project automatically reschedule Task A if Task B finishes earlier or later than scheduled. What should you do?

- A. Display the Task Drivers pane to manage the automatic rescheduling.
- B. Display the external predecessors and successors in both project plans.
- C. Create a master project that includes both project plans, and then create a cross-project link.
- D. Create a master project that includes both project plans, and then assign the same calendar to both tasks.

Answer: C

Question: 63

You are managing a project in Microsoft Office Project Standard 2007. The project follows the plan shown below:



Task 1 is 100 percent complete. Tasks 2 and 4 are each 50 percent complete. The forecast duration of Task 2 is half a week more than its baseline duration. Task 3 cannot start until Task 2 is complete. Task 4 is 1 week late. You need to modify the schedule to meet the original finish date. What should you do?

- A. Clear the existing baseline, and then set a new baseline.
- B. Assign extra resources to Task 4 to eliminate the 1-week delay.
- C. Assign extra resources to Task 2 to eliminate the forecast increase in the duration.
- D. Delete the link between Tasks 2 and 3. Then change Task 1 to a predecessor of Task 3, so that Task 3 can start ahead of time.

Answer: C

Question: 64

In Microsoft Office Project Standard 2007, you are changing the durations of several tasks in a project schedule. You need to immediately display the effect of your changes on the start and finish dates of other tasks. What should you do?

- A. Display the entire project in a network diagram.
- B. Use Change Highlighting to show changed dates.
- C. Set the Highlighted Tasks text style to a contrasting color.
- D. Filter the project to show tasks that have changed from the baseline schedule.

Answer: B

Question: 65

You are managing a project schedule in Microsoft Office Project Standard 2007. The project activities occur in two locations. Project team members must travel between the locations by air and incur lodging expenses. The travel occurs on an irregular schedule, and expenses have varying costs, frequencies, and durations. You need to model the costs in the schedule as accurately as possible. Which cost type should you use?

- A. budget resources
- B. cost resources
- C. per-use costs
- D. rate-based costs

Answer: B

Question: 66

You are managing a project schedule in Microsoft Office Project Standard 2007. Resources work on the project at two different sites. The project has five phases, which are synchronized across the two sites. Each site has three work types:

Design
Build
Test

You have three project sponsors. One wants to see the schedule grouped by phase, one by site, and one by work type. You need to modify the schedule to group by all three attributes. What should you do?

- A. Use an outline code, and define a mask showing Phase, Site, and Work type.
- B. Define different custom Work Breakdown Structure (WBS) codes for each sponsor.
- C. Use text fields for the Phase, Site, and Work type attributes to allow grouping by any of the three criteria.
- D. Organize the project by phase, using color coding and fonts to represent the Site and Work type attributes.

Answer: C

Question: 67

You are tracking a project in Microsoft Office Project Standard 2007. Your project sponsor wants you to place a milestone at a specific phase of the project. You insert a task and create dependencies on the subtasks. You need to change the task into a milestone. What should you do?

- A. Set the task's duration to 0 days.
- B. Set the task's total slack to 0 days.
- C. Append the word Milestone to the task name.
- D. Create a dependency from the task to the phase summary task.

Answer: A

Question: 68

You take responsibility for tracking an existing schedule in Microsoft Office Project Standard 2007. The project schedule uses the default Standard calendar. There are no constraints on your project. You need to order computer equipment for your development environment. Your supplier will deliver the equipment three weeks after receiving a purchase order. You enter a milestone for the purchase order date and create an equipment installation task. You need to create a dependency from the purchase order task to the equipment installation task so you can schedule the equipment installation based on a specific purchase order date. Which dependency should you create?

- A. start-to-finish, with a 15d lag
- B. start-to-finish, with a -15d lag
- C. finish-to-start, with a 15d lag
- D. finish-to-start, with a -15d lag

Answer: C

Question: 69

You are creating a schedule in Microsoft Office Project Standard 2007. Task A starts before Task B, but is dependent on the

schedule of Task B. You need to model the dependency between the tasks without lead or lag time. What should you do?

- A. Create a start-to-start dependency from Task A to Task B.
- B. Create a finish-to-start dependency from Task A to Task B.
- C. Create a start-to-finish dependency from Task B to Task A.
- D. Create a finish-to-start dependency from Task B to Task A.

Answer: C

Question: 70

You are working on a project plan in Microsoft Office Project Standard 2007. Each resource in the resource pool has one primary skill that is used to allocate the resource to appropriate tasks. These primary skills fall into three categories with five skill levels as sub-categories. You need to be able to easily search for resources with specific skills. What should you do first?

- A. Allocate a skill to each task by using a custom task field.
- B. Allocate a skill to each task by using a custom task outline code.
- C. Allocate a skill to each resource by using a custom resource field.
- D. Allocate a skill to each resource by using a custom resource outline code.

Answer: D

Question: 71

You are developing a project schedule in Microsoft Office Project Standard 2007. You create a fixed units, effort-driven task that has a duration of 10 days. You will assign two resources to the task. Each resource works 8 hours per day. You need to divide the 160 hours of effort evenly between the resources. How should you assign the resources?

- A. Individually, accepting the default values.
- B. Individually, entering a Units value of 50%.
- C. Simultaneously, accepting the default values.
- D. Simultaneously, entering a Units value of 50%.

Answer: C

Question: 72

You are creating a project plan in Microsoft Office Project Standard 2007. Your resources work 8 hours a day, 5 days a week. A fixed duration, effort-driven task with 80 hours of work has one resource assigned to it at 50%. The schedule changes, and the task now must be completed in 5 days. You need to ensure that the task is completed in 5 days. What should you do?

- A. Assign an additional resource to work on the task full time.
- B. Assign two additional resources to work on the task, entering a Units value of 50%.
- C. Change the task type to fixed work, assign the original resource to work on the task full time, and set a Finish No Later Than constraint on the task.
- D. Change the task type to fixed work, set the original resource units to 100%, and then assign another resource to work on the task full time.

Answer: D

Question: 73

In Microsoft Office Project Standard 2007, you create a project plan for managing one-hour meetings that are part of a project. For

each meeting, you create one task with a resource assignment for each attendee. You need to ensure that all meeting tasks show that more work is required for meetings when additional resources attend. What type of task should you set as the default?

- A. fixed work
- B. fixed units and effort-driven
- C. fixed duration and effort-driven
- D. fixed units and non effort-driven

Answer: D Question: 74

You are managing a project schedule in Microsoft Office Project Standard 2007. You have several team members who will be spending money on tasks they are assigned to. You need to track project expenditures for each task on the project schedule. What should you do?

- A. Enter the expenditures as line items in each resources cost rate tables.
- B. Set the cost per use for each resource to the amount of the expenditure.
- C. Create a cost resource, and assign it to each task in your schedule that incurs costs. Update the value of the assignment when you receive updated cost information from your team.
- D. Create a cost resource with a Budget attribute of Yes, and assign it to the project summary task. Update the budgeted cost of the assignment when you receive updated cost information from your team.

Answer: C

Question: 75

You are managing a project schedule in Microsoft Office Project Standard 2007. A scheduled task requires 100 hours of work and has a duration of 10 days. One resource is available to do the work, but you might get another. You need to set up the task so that if you add another resource, the new resource will share the hours with the original resource and the finish date will remain the same. What task type should you use?

- A. fixed work
- B. fixed units, effort-driven
- C. fixed duration, effort-driven
- D. fixed duration, non effort-driven

Answer: C

Question: 76

The project you are creating in Microsoft Office Project Standard 2007 includes a task with definite deadlines. Completing the task work by the deadline requires two resources with specific skills. Only one resource with these skills is available. You need to submit the schedule tomorrow with this task allocated to two resources. What should you do?

- A. Use a cost resource as the second resource.
- B. Use a generic resource as the second resource.
- C. Use a material resource as the second resource.
- D. Divide the task into two tasks, and then apply the same resource twice.

Answer: B

Question: 77

You are creating a project schedule in Microsoft Office Project Standard 2007. You assign one resource to a task that requires a constant effort over a fixed period of time. You need to set the task type so that you can reduce the amount of work the original resource performs on the task by assigning additional resources. What task type should you use?

- A. fixed units, effort-driven
- B. fixed duration, effort-driven
- C. fixed units, non effort-driven
- D. fixed duration, non effort-driven

Answer: B

Question: 78

You are assigning resources to a project in Microsoft Office Project Standard 2007. You allocate generic resources to a task and apply a work contour to some of the assignments. You need to view the assignments to verify that the work has been distributed correctly. Which view should you use?

- A. Network Diagram
- B. Resource Graph
- C. Resource Sheet
- D. Task Usage

Answer: D

Question: 79

You create a project plan in Microsoft Office Project Standard 2007 and assign resources to tasks. Some tasks are of high importance. You must not over-allocate resources in the project plan. Before leveling the schedule, you need to ensure that high importance tasks are not affected by this action. What should you do?

- A. Set high importance tasks to a priority level of 1000.
- B. Set all tasks to a priority level of 200, and then activate the option to clear leveling.
- C. Set normal tasks to a priority level of 200 and high-importance tasks to a priority level of 50.
- D. Set the project summary task to priority level of 1000 and high importance tasks to a priority level of 500.

Answer: A

Question: 80

You are tracking a project in Microsoft Office Project Standard 2007. Resources A and B are each assigned to work 40 hours on a task. After each resource works 30 hours, you update the schedule to reflect the actual work to date. Resource B estimates that she will need to work a total of 50 hours to complete her task assignment. You need to update the schedule to reflect the new Resource B work estimate. What should you do?

- A. Set the Work value for the task to 50.
- B. Set the Remaining Work value for the task to 50.
- C. Set the Work value for the resource assignment to 20.
- D. Set the Remaining Work value for the resource assignment to 20.

Answer: D

Question: 81

In Microsoft Office Project Standard 2007, you are creating a project plan from a list of serial tasks you have captured on paper. You have entered ten tasks in order and entered predecessors for all but the first task. You then notice that the eighth task should actually be between the fifth task and the sixth task. You need to put the tasks in the correct order. What should you do first?

- A. Set the eighth task type to Fixed Duration.
- B. Enter 8 in the Successor field of the sixth task.

- C. Enter 6 in the Predecessor field of the eighth task.
- D. Activate the Autolink inserted or moved tasks option.

Answer: D

Question: 82

You are tracking a project in Microsoft Office Project Standard 2007. Assigned resources report status based on the actual work and the actual duration. You need to configure Project so that you can independently record the actual work and the actual duration. What should you do first?

- A. Activate the Updating task status updates resource status option.
- B. Deactivate the Updating task status updates resource status option.
- C. Activate the Edits to total task % complete will be spread to the status date option.
- D. Deactivate the Edits to total task % complete will be spread to the status date option.

Answer: B

Question: 83

You create tasks in a project plan in Microsoft Office Project Standard 2007. You need to see the project start and finish dates and the task start and finish dates on the table side of the Gantt Chart view. What should you do?

- A. Display the Work table.
- B. Display the Schedule table.
- C. Display the project summary task.
- D. Generate the default project summary overview report.

Answer: C

Question: 84

You are opening old project schedule in Microsoft Office Project Standard 2007. The Project files have been customized to prompt you for your username before opening, so Project can log your actions. When you open the files, you notice that the prompt does not appear and logging does not take place. You need to restore the functionality in the files. What should you do?

- A. Change the file extension to .mcr.
- B. Decrease the macro security level to Medium.
- C. Set the macro security level to allow only macros installed in trusted locations.
- D. Activate the Allow loading files with legacy or non default file formats option.

Answer: B

Question: 85

You use Microsoft Office Project Standard 2007 to manage project schedules. The fiscal year of your organization starts in July. You need to apply this fiscal year to all future projects by using the options. What should you do?

- A. Set July as the start of the fiscal year, and make this the default.
- B. Create a project plan template with the project start date set to June 30.
- C. Create a project plan template with the project start date set to July 1.
- D. Set July as the start of the fiscal year, and use the starting year for numbering.

Answer: A

Question: 86

You are reviewing your project in Microsoft Office Project Standard 2007. You update all of your actual data and your status date before submitting status reports. Your last update was one week ago. You need to display, in the chart area of the Gantt Chart view, the date of the last update. What should you do?

- A. Display the status date as a gridline.
- B. Display the current date as a gridline.
- C. Change the current date to the last update period.
- D. Add a progress line based on current date to the view.

Answer: A

Question: 87

You are tracking a project in Microsoft Office Project Standard 2007. You need to select the appropriate view in which to update your project with resource hours worked per week. What should you do?

- A. Display the project schedule in the Tracking Gantt view.
- B. Display the project schedule in the Resource Graph view.
- C. Display the project schedule in the Resource Sheet view, and then display the Work table.
- D. Display the project schedule in the Resource Usage view, and then add the Actual Work row.

Answer: D

Question: 88

You are viewing a project schedule in Microsoft Office Project Standard 2007. In the default Tracking Gantt view, you need to display the schedule variance by using a function in the Set Baseline dialog box. What should you do?

- A. Set the project baseline as Baseline.
- B. Set the project baseline as Baseline1.
- C. Set the project baseline start and finish dates as Interim Plan.
- D. Set the project baseline start and finish dates as Interim Plan1.

Answer: A

Question: 89

You have a project plan which was created using Microsoft Office Project Standard 2007. You need to create a presentation of project status which will allow you to dynamically change the timescale and fields which are displayed. What should you do?

- A. Create a visual report.
- B. Create a custom basic report.
- C. Paste a picture of the Gantt chart into a visual presentation.
- D. Filter the project plan to display only critical tasks, and then paste a copy of the table into a visual presentation.

Answer: A

Question: 90

You are tracking a project in Microsoft Office Project Standard 2007. For the work performed to date, you need to know whether the actual cost exceeds the budget. What should you do?

- A. Set the status date to the beginning of the project, and then establish whether the earned value cost variance (CV) is negative.
- B. Set the status date to the last status update deadline, and then compare the estimate at completion (EAC) to the budgeted cost of work scheduled (BCWS).
- C. Set the status date to the end of the project, and then compare the actual cost of work performed (ACWP) to the budgeted cost of work scheduled (BCWS).
- D. Set the status date to the last status update deadline, and then compare the actual cost of work performed (ACWP) to the budgeted cost of work scheduled (BCWS).

Answer: D

Question: 91

You are tracking a project in Microsoft Office Project Standard 2007 by both duration and work effort. The work on a fixed units task is not proceeding as scheduled. You have data for the last status period from the resource assigned to the task. You need to enter data into the project plan to recalculate the task finish date. What should you do?

- A. Change the task type to effort-driven.
- B. Update the Actual Work and Remaining Work data.
- C. Change the task type to Fixed Duration, and then update the Remaining Work data.
- D. Change the task type to Fixed Duration, and then update the Actual Work and Remaining Work data.

Answer: B

Question: 92

You are tracking a project of six months duration in Microsoft Office Project Standard 2007. You need to share the Gantt chart displaying the final three months of the project with a colleague who does not have access to Project. What should you do?

- A. Print the Gantt chart for the final three months of the project.
- B. Apply a filter to select only those tasks starting in the final three months of the project, and then print a custom Task report.
- C. Change the timescale on the Gantt chart to show quarters on the middle tier and months on the bottom tier. Then print a custom Task report.
- D. Configure the Gantt chart by using the Gantt Chart Wizard. Apply a filter to select only those tasks starting in the final three months of the project, and copy the resulting task list into an e-mail message.

Answer: A Question: 93

In a project schedule you create in Microsoft Office Project Standard 2007, you transfer a resource from Task A, a partially completed task, to Task B, a more urgent task. You reschedule the remaining Task A work to a later date, and save the project schedule. The management team reviews and reprioritizes the tasks, so that Task A is now more important than Task B. You need to change the rescheduled Task A work so that it reflects the situation before the resource was transferred. What should you do?

- A. Invoke the Undo command.
- B. In the Gantt Chart view, update the resources for the remaining portions of the task.
- C. Change the calculation options for moving the end of the remaining work to after the status date.
- D. Remove the task split by adjusting the Gantt bar so that the actual and remaining portions of the task are adjacent.

Answer: D

Question: 94

You are tracking a road construction project in Microsoft Office Project Standard 2007. The Earned Value is based on the number of kilometers of road you build. You need to track and update your progress. Which attribute should you use?

- A. CV%
- B. SV%
- C. % Complete
- D. Physical % Complete

Answer: D

Question: 95

You are managing a project schedule in Microsoft Office Project Standard 2007. You assign one resource to a 5-day task. After completing 4 days of work, he is called away on an emergency. The remaining 8 hours of work are due for completion tomorrow. The resource is unable to complete the task until next week: He will work 4 hours next Monday and 4 hours next Wednesday. You need to reschedule this remaining work accurately. What should you do?

- A. In the Task Usage view, set the remaining work for the task to 8 hours.
- B. In the Task Usage view, set the remaining duration for the task to 4 days.
- C. Set the timephased work to 4 hours each for Monday and Wednesday and 0 hours for the remaining days.
- D. Set the timephased actual work to 4 hours each for Monday and Wednesday and 0 hours for the remaining days.

Answer: C

Question: 96

You are preparing to update the status of a baselined project plan in Microsoft Office Project Standard 2007. You need to compare the Gantt chart before and after the update within the same project plan. What should you do?

- A. Capture a picture of the project plan.
- B. Save the project plan as a Microsoft Office Excel workbook.
- C. Generate a visual report of the project plan before and after the update.
- D. Save another baseline, and then display it in the Gantt chart with the current plan.

Answer: D

Question: 97

In Microsoft Office Project Standard 2007, you are monitoring the progress lines and earned value of your project. You need to update the status date in the project schedule to ensure the correct calculation of your project's progress. What should you do?

- A. Enter the appropriate status date in the Project Information dialog box.
- B. Enter the appropriate status date in the project files Properties dialog box.
- C. Modify settings so that Project calculates progress lines based on the project status date.
- D. Modify settings so that Project propagates changes made to the task completion status to the project status date.

Answer: A

Question: 98

Resources in your organization work a 7.5-hour day. In Microsoft Office Project Standard 2007, you create a new calendar based on the Standard calendar. You set the new calendar as the project calendar. You need to ensure that the project scheduling calculations reflect a 7.5-hour working day. What should you do?

- A. Modify the calendar view.

- B. Create an exception entry in the Standard calendar.
- C. Modify the default work week details in the new calendar.
- D. Set work hours as non-default working time in the Standard calendar.

Answer: C

Question: 99

You are tracking a project in Microsoft Office Project Standard 2007. You monitor the project status by reviewing the following data:

Actual start and finish dates Scheduled start and finish dates Costs Work Task durations

You need to display all of this project information in one window. What should you do?

- A. Display the Summary table.
- B. Display the project schedule in the default Tracking Gantt view.
- C. Display the project statistics from the Properties dialog box.
- D. Display the project statistics from the Project Information dialog box.

Answer: D

Question: 100

While reviewing a project schedule in Microsoft Office Project Standard 2007, you find a number of tasks that are overdue and have not been completed. You need to reschedule the tasks for completion at a later date. What should you do?

- A. Set the progress lines at the current date.
- B. In the Project Information dialog box, update the status date.
- C. Update the tasks remaining durations to extend beyond the current date.
- D. In the Update Project dialog box, move the incomplete tasks past the current date.

Answer: D

Question: 101

You complete a project and want to archive your Microsoft Office Project 2007 project schedule. You review the project history with the team, and save several WBS diagrams as image files, and several pages of lessons learned. You need to include all the lessons learned in the file that you will be archiving. What should you do?

- A. Enter the information in the Notes field.
- B. Display the Text1 field and rename to Lessons Learned. Enter the lessons learned in this field.
- C. Create a custom Project property of type text. Name it Lessons Learned and enter the lessons learned in this field.
- D. Open the lessons learned document in Microsoft Office Word 2007 and the project file, and then select the Update Project menu item.

Answer: A

Question: 102

You are tracking a project in Microsoft Office Project Standard 2007. The project uses the default Standard working calendar. You have entered deadlines for several tasks. In the project calendar, there are both working days and nonworking days between the tasks finish and deadline dates. You need to set up a method to automatically calculate the number of working days between the tasks finish dates and deadline dates. What should you do?

- A. Customize a number field by using the $([Deadline]-[Finish])/1000$ formula.

- B. Customize a duration field by using the $([Deadline]-[Finish])/1000$ formula.
- C. Customize a number field by using the $ProjDateDiff([Finish],[Deadline])/480$ formula.
- D. Customize a number field by using the $(DateValue([Deadline])-DateValue([Finish]))/480$ formula.

Answer: C

Question: 103

You are updating a project in Microsoft Office Project Standard 2007. Your company tracks travel costs as timephased data. You create a cost resource named Travel for travel expenses, and assign this resource to each phase of the project. You also create a budget resource named Travel Budget. Costs have not been incurred evenly over the duration of the tasks.

With the project schedule displayed in the Task Usage view, you need to record travel costs as timephased data. What should you do?

- A. Update the actual cost for the Travel resource.
- B. Update the budget cost for the Travel Budget resource.
- C. Set the Cost accrual value for the Travel resource to Start.
- D. Set the Cost accrual value for the Travel resource to Finish.

Answer: A

Question: 104

You are displaying a project schedule in Microsoft Office Project Standard 2007 in the Gantt Chart view. The Earned Value table is displayed. You need to display the actual cost of work performed (ACWP) for the last day of the previous update period. What should you do?

- A. Set the status date to the end date of the last update period.
- B. Set the current date to the end date of the last update period.
- C. Set the Earned Value method of all tasks to Physical % Complete.
- D. Set the Earned Value method of the project to Physical % Complete.

Answer: A

Question: 105

You are reviewing a project schedule that you are tracking in Microsoft Office Project Standard 2007. You have saved a baseline. You need to ascertain whether the milestones are on schedule. What should you do?

- A. Display the Actual Work field in the Tracking table.
- B. Display the Actual Work field in the Baseline table.
- C. Display the Start Variance field in the Variance table.
- D. Display the Actual Start Date field in the Tracking table.

Answer: C

Question: 106

You are collaborating with overseas colleagues on a project that you are tracking in Microsoft Office Project Standard 2007. Some of your colleagues do not have access to Project. You need to e-mail the Gantt chart to them in a format they can read. What should you do?

- A. Create a Task Summary visual report, and then attach it to an e-mail message.

- B. Copy a picture of the Gantt Chart view, and then paste it into an e-mail message.
- C. Copy the table from the Gantt Chart view, and then paste it into an e-mail message.
- D. Save the file as a Microsoft Office Excel workbook, and then attach it to an e-mail message.

Answer: B

Question: 107

You are planning a project in Microsoft Office Project Standard 2007. You assign two resources 80 hours of work each for a task that has a duration of 10 days. After one week, Resource A has worked 40 hours and reports that she needs another 20 hours to complete her assignment.

Resource B has worked 40 hours and reports that he needs another 60 hours to complete his assignment. Resource A and Resource B have the same skill set. You update the schedule with these hours, and the task duration changes to 12.5 days. You need to reschedule the remaining work so that the existing resources can complete the task within the original timeframe. In the Task Usage view, what should you do?

- A. Change Resource As remaining work to 40 hours.
- B. Change Resource Bs remaining work to 40 hours.
- C. Change each resource's remaining work to 40 hours.
- D. Change each resources actual work to 40 hours.

Answer: C

Question: 108

You are tracking a project in Microsoft Office Project Standard 2007. You update the project status to the current date. You need to identify which tasks are ahead of schedule, and which tasks are behind schedule. In the Gantt Chart view, what should you do?

- A. Use the PERT Analysis function.
- B. Use the Project Statistics function.
- C. Apply the progress line to the Gantt chart on the current date.
- D. Set the status date to the current date, and then filter the schedule to display only unfinished tasks.

Answer: C

Question: 109

In Microsoft Office Project Standard 2007, you create a task that includes 80 hours of work and has a duration of 10 days. You assign one resource at 100 percent with a standard rate of \$100 per hour, resulting in an actual cost of \$8,000. You set the baseline. You set the status date to a date that is later than the task finish date, and set the actual task finish date to the same date as the task finish date. The actual cost of work performed (ACWP) changes to \$7,900. You need the ACWP to equal the actual cost. What should you do?

- A. Add an hour of work on the working day after the actual finish.
- B. Change the baseline cost to \$7,900 and then recalculate the project schedule.
- C. Change the default end time for project tasks to 5:00 P.M., and re-enter the actual finish date.
- D. Reduce the resource standard rate to \$79, save a baseline, and then recalculate the project schedule.

Answer: C

Question: 110

You are entering tasks in a project you are tracking in Microsoft Office Project Standard 2007. You enter the duration of each task. Then you assign multiple resources to each task. As a result, the duration of the tasks changes. You want the duration of all future

tasks to automatically remain the same when you assign resources to those tasks. What should you do?

- A. Enable the manual calculation mode.
- B. Change the duration of all existing tasks.
- C. Change all existing tasks to be of fixed duration.
- D. Change the default task type to fixed duration.

Answer: D

Question: 111

You create a shared resource pool in Microsoft Office Project Standard 2007. You are allowed to use only resources from the shared resource pool in your projects. You need to ensure that Project issues a warning if you use resources that are not in the shared resource pool. What should you do?

- A. Turn on the Project Guide.
- B. Activate the Advice about errors option.
- C. Deactivate the automatic addition of new tasks and resources.
- D. Start the Planning Wizard, and then choose the Advice about scheduling option.

Answer: C

Question: 112

In Microsoft Office Project Standard 2007, you create three tasks in a project plan by using the manual calculation mode. After you create the tasks, the Gantt chart displays the following image:

Task Name	Duration	Week 1	Week 2	Week 3
Task 1	1 wk			
Task 2	1 wk			
Task 3	1 wk			

You need the Gantt chart to automatically display the tasks in sequence instead of in parallel. What should you do?

- A. Display the Calendar view.
- B. Perform a project calculation.
- C. Set the project options so that Project automatically links inserted or moved tasks.
- D. Set the project options so that Project automatically adds new resources and tasks.

Answer: B

Question: 113

You are creating a project schedule in Microsoft Office Project Standard 2007. Tasks A and B each have a projected duration of 10 days. You expect the actual duration of one or both tasks to change when work begins. You want Task B to start when Task A is 60 percent complete. You need to model these tasks in the project schedule by creating a dependency from Task A to Task B. Which type of dependency should you create?

- A. start-to-start, with a lag of 6 days
- B. finish-to-start, with a lag of 60%
- C. finish-to-start, with a lag of 40%
- D. finish-to-start, with a lag of 4 days

Answer: C Question: 114

You are collaborating with a co-worker to create a project schedule in Microsoft Office Project Standard 2007. You are responsible for entering tasks in the first and last phases. Your co-worker will enter the tasks in the middle phase. You complete your work. There is a 45-day gap between the first phase and the last phase, in which there are no tasks or dependencies between phases. You need to identify the critical paths for the project. What should you do?

- A. Set the total slack used to calculate critical tasks to 45 days.
- B. Set calculation mode to Automatic and calculate All open projects.
- C. Set the option to calculate a single critical path and apply a filter to display only critical tasks.
- D. Set the option to calculate multiple critical paths and apply a filter to display tasks with 0 total slack.

Answer: D

Question: 115

You are tracking a project in Microsoft Office Project Standard 2007. The project includes multiple deliverables, each broken down into multiple tasks. You need to create a multi-level Work Breakdown Structure (WBS) that includes all deliverables and tasks. What should you do?

- A. Distribute costs to the deliverables and resources to the tasks.
- B. Enter the deliverables, and then indent their associated tasks.
- C. Enter the deliverables, and then enter the tasks in the Notes field.
- D. Enter the deliverables, and then add dependencies to their associated tasks.

Answer: B

Question: 116

You are creating a project plan in Microsoft Office Project Standard 2007. A task in your plan has a fixed duration of 10 days. You have an estimate of how many hours of work the task will require. You need to calculate the number of resources necessary to complete the task in the required time. What should you do?

- A. Set the assignment units equal to the task duration.
- B. Set the assignment units equal to the estimated hours of work.
- C. Set the task duration equal to the estimated hours of work, and then view the resource histogram.
- D. Assign one resource to the task, enter the estimated hours of work, and then view the assignment units in the Gantt Chart view.

Answer: D

Question: 117

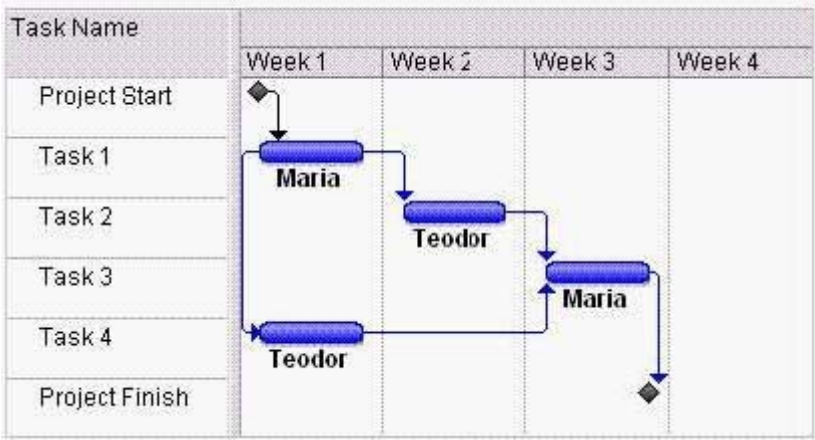
You are using Microsoft Office Project Standard 2007 to create a project schedule in which you will be tracking the critical path of a set of linked tasks. When you add new tasks, their start dates default to the project start date. You need to order the tasks on a timeline so that you can analyze the critical path. What should you do?

- A. Enter starting dates for the tasks.
- B. Assign resources, and then level them.
- C. Enter task IDs in the Predecessors column.
- D. Drag the tasks to their correct starting dates.

Answer: C

Question: 118

You are tracking a project in Microsoft Office Project Standard 2007. The project follows the plan shown below:



All tasks are set to fixed work. Only the resources shown in the above project plan are assigned to the tasks. Both resources have the same skill set. You need to decrease the project duration. What should you do?

- A. Reschedule Task 4 to Week 2.
- B. Assign Maria at 100% to Task 2.
- C. Assign Maria at 100% to Task 4.
- D. Assign Teodor at 150% to Task 4.

Answer: B

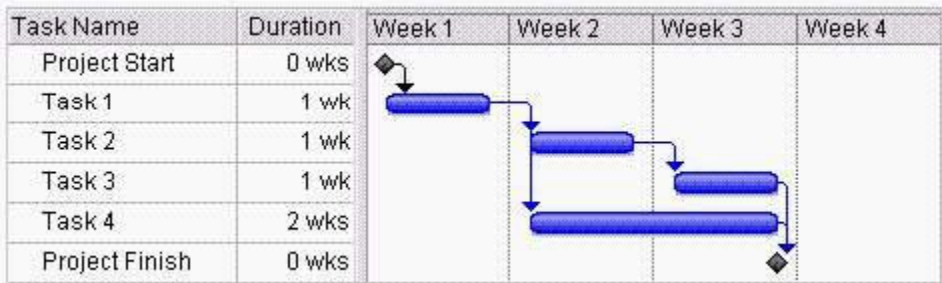
Question: 119

You are managing a project schedule in Microsoft Office Project Standard 2007. Payment for a task is due on the first day of next month. The task can start any time after you receive the payment. You need to model this task correctly in the project schedule. What should you do?

- A. Enter the task as a recurring task that starts on the first day of the month.
- B. Create a task with a Must Start On constraint for the first day of the next month.
- C. Create a task calendar for the task, with the first day of next month as a calendar exception.
- D. Set a finish-to-start dependency between this task and a placeholder task representing payment.

Answer: D Question: 120

You are tracking a project in Microsoft Office Project Standard 2007. The project follows the plan shown below:



You need to predict the effect of changing the duration of Task 2 to two weeks. What is the result?

- A. Task 2 will finish in Week 4.
- B. Task 4 will finish in Week 4.
- C. Task 1 will be non-critical, and the project will finish in Week 3.
- D. Task 4 will be non-critical, and the project will finish in Week 4.

Answer: D

Question: 121

You are building a schedule for an upcoming project in Microsoft Office Project Standard 2007. You must report the potential schedule variance to the stakeholders before they will approve the project. You need to estimate the potential variance before you set a baseline. What should you do?

- A. Calculate variance by leveling resources.
- B. Calculate schedule by using PERT analysis.
- C. Calculate variance by using the Start Variance and Finish Variance fields.
- D. Calculate a new estimate at completion (EAC) based on the schedule performance index (SPI) and cost performance index (CPI).

Answer: B

Question: 122

You are managing a project schedule in Microsoft Office Project Standard 2007. You need to shorten the estimated duration of the project by assigning additional resources to specific tasks. What should you do?

- A. Set a constraint on the finish date.
- B. In the Resource Usage view, enter allowable overtime hours.
- C. Set the selected tasks to effort-driven, and then add the resources.
- D. On the Resource sheet, increase the resource availability from 100% to 200%.

Answer: C

Question: 123

In Microsoft Office Project Standard 2007, you are viewing a project plan in the default GanttChart view. You need to create a summary task from an Outline Level 1 task. What should you do?

- A. Set the Outline Level 1 task as a milestone.
- B. Indent the subtasks that appear below the intended summary task.
- C. Create start-to-start dependencies between the summary task and the subtasks.
- D. Edit the Work Breakdown Structure (WBS) code to remove all but the first-level code.

Answer: B

Question: 124

You are creating a project in Microsoft Office Project Standard 2007. The project has a fixed completion date. You need to have Project calculate the latest possible start date based on the fixed completion date. What should you do?

- A. Place a Finish No Later Than constraint on the completion milestone.
- B. Set the Schedule From option in the Project Information dialog box.
- C. Set the deadline date of the completion milestone to the fixed completion date.

D. Select Tasks will always honor their constraint dates in the scheduling options.

Answer: B

Question: 125

In Microsoft Office Project Standard 2007, you have a resource calendar for each project resource. One of the resources requests a one-week vacation. You need to ensure that no work can be scheduled for this resource during his vacation. What should you do?

- A. In the project calendar, modify the default work week.
- B. In the resource calendar, create an exception for the vacation days.
- C. In the Calendar view, select the appropriate dates, and then create an entry named Vacation.
- D. In the schedule, assign the resource to a new task named Vacation, with the appropriate start and finish dates.

Answer: B

Question: 126

You are managing a project in Microsoft Office Project Standard 2007. You will be managing similar projects in the future, and plan to reuse information from the current project. You need to save the tasks, durations, views, and formatting of the current project for reuse. What should you do?

- A. Save the project as a template.
- B. Create a baseline of the project schedule.
- C. Copy the projects rows from the Gantt Chart view into another project file.
- D. Use the Organizer to transfer the information you want to save from your project into the Global.mpt file.

Answer: A

Question: 127

You want to reuse a task list created in Microsoft Office Excel 2003. You need to convert this Excel task list into a project schedule in Microsoft Office ProjectStandard 2007. What should you do?

- A. Insert a Microsoft Excel Worksheet object into the project.
- B. Using the Organizer, copy the Task Export Table map from the Global.mpt file to the project.
- C. Open the Excel worksheet from within Project, selecting the Project Excel Template option when prompted to do so.
- D. Copy the task list, and then use Paste Special to paste the task list into the schedule, selecting the Microsoft Office Excel Worksheet option when prompted to do so.

Answer: C

Question: 128

You are tracking a project in Microsoft Office Project Standard 2007. A critical task will take 4 weeks to complete. Currently, only one resource is available to work on the task. You will add more resources later if they become available. You need the task duration to decrease if you add resources. What task type should you use?

- A. fixed units, effort-driven
- B. fixed duration, effort-driven
- C. fixed units, non effort-driven
- D. fixed duration, non effort-driven

Answer: A

Question: 129

You use Microsoft Office Project Standard 2007 to track your project schedule. You assign a resource to tasks scheduled during normal working hours. Starting the first of next month, the hourly rate of this resource will increase by 20 percent. Without changing any of the resource's assignments, you need to ensure that your project costs reflect the new hourly rate. What should you do?

- A. Edit the resources Cost Rate tables to show a cost per use of +20% effective on the first day of next month.
- B. Edit the resources Cost Rate tables to show a standard cost of +20% effective on the first day of next month.
- C. Filter the tasks to display only those that utilize the resource. For each task, add a fixed cost of 20 percent of the current cost of the task.
- D. Create a resource with a standard cost that is 20 percent of the existing resources standard cost. Then allocate a duplicate of all of the existing resource's assignments to the new resource.

Answer: B

Question: 130

You are tracking a project in Microsoft Office Project Standard 2007. Resource A has reported Actual Work performed on a task. Resource A is changing job roles. Resource B will complete the task. You need to allocate the remaining work to Resource B without removing or changing the ActualWork already recorded for Resource A. What should you do?

- A. In the Resource Sheet view, replace Resource A's name with that of Resource B.
- B. In the Gantt Chart view, replace Resource A's name in the Resource Names field with that of Resource B.
- C. In the Assign Resources dialog box, for each task that currently utilizes Resource A, replace Resource A with Resource B.
- D. In the Assign Resources dialog box, for each task that currently utilizes Resource A, delete Resource A and assign Resource B.

Answer: C

Question: 131

You are managing a project schedule in Microsoft Office Project Standard 2007. You originally thought one resource could complete a task in 10 days. You now think it will take the full-time effort of two resources to complete the task by the original finish date. You need to ensure that when you add the second resource, Project maintains the original finish date. What task type should you use?

- A. fixed work, effort-driven
- B. fixed units, effort-driven
- C. fixed duration, effort-driven
- D. fixed duration, non effort-driven

Answer: D

Question: 132

You are managing a project schedule in Microsoft Office Project Standard 2007. A task assigned to a resource will take 10 hours to complete. Due to other project commitments, he requires 3 weeks to complete the task and will not finish early. The project schedule is based on a Monday-to-Friday work week and an 8-hour work day. You need to set up the task to correctly represent the available information. What should you do first?

- A. Create a fixed units task that has a Work value of 10 hours.
- B. Create a fixed work task that has a Work value of 10 hours.
- C. Create a fixed duration task that has a Work value of 10 hours.
- D. Create a fixed duration, non effort-driven task that has a Work value of 30 hours.

Answer: C

Question: 133

You are developing a project schedule in Microsoft Office Project Standard 2007. The project uses a shared resource pool. One of the resources assigned to the project is assigned to another project on a half-time basis during the first month of the project. You need to ascertain whether the resource is overallocated during the first month of the schedule. What should you do first?

- A. Set the resource availability in the resource pool for that month at 0.5%.
- B. Set the resource availability in the resource pool for that month to 50%.
- C. Set the resource availability for that month at 100% and confirm the sharing agreement with the project manager of the other project.
- D. In the resources calendar, set all the working days for the first month as Nondefault Working Time, and then set them to half the hours of a default working day.

Answer: C

Question: 134

You are tracking a project in Microsoft Office Project Standard 2007. A task in the project schedule is divided into two resource assignments. Each assignment will take 40 hours to complete. Resource A can begin the first week of the project. Resource B can begin 1 week later. You need the project schedule to reflect two resources with different start dates assigned to one task. What should you do?

- A. Create one resource for the task, and then assign 80 hours of work to this resource.
- B. Create a task that has a duration of 2 weeks, and then assign both resources to the task. For Resource A, set the assignment to be front loaded. For Resource B, set the assignment to be back loaded.
- C. Create a task that includes 40 hours of work and has a duration of 2 weeks. Assign both resources to the task. For Resource A, set the start date to the beginning of the first week. For Resource B, set the start date to 1 week later.
- D. Create a task that has a duration of 2 weeks, and then assign both resources to the task. Assign 40 hours of work to each resource. For Resource A, set the start date to the beginning of the first week. For Resource B, set the start date to 1 week later.

Answer: D